



**CALIFORNIA FIREFIGHTER**  
JOINT APPRENTICESHIP COMMITTEE

# SubJAC Handbook

**2020**

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# CALIFORNIA FIREFIGHTER JOINT APPRENTICESHIP COMMITTEE

## Introduction

The California Firefighter Joint Apprenticeship Committee (Cal-JAC) is responsible for the administration of the Standards for the Cal-JAC Program. The Cal-JAC is sponsored by the California Office of the State Fire Marshal (OSFM) and California Professional Firefighters (CPF), AFL-CIO. The Committee is comprised of fourteen members: seven labor representatives and seven management representatives. [Click here](#) for a roster of the Cal-JAC team.

This handbook is an addendum to the California Firefighter Joint Apprenticeship Committee Rules and Regulations. As such, the material in this handbook is part of the Rules and Regulations.

This handbook presents an overview of apprenticeship training and the documentation necessary to satisfy the reporting requirements for state and federal apprenticeship, educational systems, and the Cal-JAC.

## Goals

The goals of the Cal-JAC have remained the same since its inception:

1. Improve the quality of training for professional firefighters in the fire service throughout California;
2. Promote professional standards for the fire service; and
3. Recruit qualified candidates.

Each participating department, with the support of its union or association, subscribes to the Cal-JAC's programs through a Subscription Agreement.

Different types of training are conducted through the Cal-JAC; the most predominant is apprenticeship training. The apprenticeship program provides in-depth training for those newly hired or promoted within a subscribing department. Other types of training are made available for all personnel as resources allow.

## When You Need to Contact Us

The Cal-JAC staff works with management and labor through the SubJAC to assist in the development and implementation of training plans and the documentation of related and supplemental instruction.

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## SUBJAC MEETINGS

### **First SubJAC Meeting**

Each subscribing fire department must establish a sub-committee (SubJAC) of the statewide Cal-JAC to implement the apprenticeship program in their department. The SubJAC typically has six members, three represent management and three represent labor. The committee may also have alternates and non-voting advisors. The responsibilities of the SubJAC include the development and approval of training for each apprentice occupation and hearing complaints concerning apprentice training and related issues within their department.

Once the SubJAC has been appointed, the first meeting is scheduled. A Cal-JAC staff member hosts this meeting and assists with the initial SubJAC requirements. A department program cannot be started until this meeting is held. Items for the first meeting agenda are listed below. More detailed information and sample language used for motions are on the following page.

### **Agenda for First Meeting**

- I. Review Cal-JAC program and SubJAC responsibilities
- II. Election of officers (Chair and Secretary)
- III. Identify department representatives
  - Instructor of Record
  - Training Coordinator
- IV. Identify occupations to be apprenticed
- V. Adopt interim recognition of apprentice training/curriculum
- VI. Adopt experience credit policy
- VII. Establish next meeting date

## Sample Language for Common SubJAC Motions

The following sample motions are included for reference and assistance. It is not necessary to use these motions if the SubJAC has language preferred by the members. The language in these sample motions can be modified to meet the SubJAC views.

### Interim Recognition/Approval of Curriculum for Apprenticeship Programs

It is the responsibility of the SubJAC to recommend the training/curriculum for apprentices to the Cal-JAC. This can be a lengthy process when a department first enters the apprenticeship program or begins apprenticeship in a new occupation. The sample language below may be used as an interim recognition so the training program can begin while work is still being done on the final training plans.

*“The SubJAC recognizes the current department training plan for (Firefighter EMT). This program is believed to meet the State Board of Fire Services (SBFS) recommended training standards for Fire Fighter I and Fire Fighter II and the Emergency Medical Services Authority (EMSA) regulations for EMT Basic.*

*The SubJAC will review and make recommendations for any changes or additions at the next regularly scheduled meeting on (date & time).”*

### Experience Credit

When a department first enters the apprenticeship program or begins a new apprentice occupation, the following language may be used to set a policy for experience credit:

*“The SubJAC recommends that all existing employees of the \_\_\_\_\_ Fire Department on (date that they are eligible to enter an apprenticeship program) be given credit for their experience from the date of hire or promotion, whichever is applicable.”*

## Recognition of SBFS Training Standards for Apprentices

If the SubJAC recommends that the department adopt the SBFS/CSFM standards and curriculum for a given occupation (with no major differences) the following language can be used. The example shown is for firefighter apprentices. The references should be changed for other occupations.

*“The SubJAC recommends the use of the Fire Fighter I/Fire Fighter II course plans and task books for the (firefighter) academy.*

*The related and supplemental instruction for the following years will encompass expanded tasks for Fire Fighter I and Fire Fighter II.*

## Testing and Evaluation

The SubJAC may recommend standards and procedures for evaluating apprentice progress and proficiency.

*Each apprentice must demonstrate proficiency by achieving (70% - 100%) on the following manipulative exams:*

\_\_\_\_\_  
\_\_\_\_\_

*Other knowledge will be evaluated by written quizzes and tests as specified by the instructor of record.*

*A minimum score of 70-80% is required on all quizzes and/or tests.*

## Education/Training Credit

If the SubJAC wishes to establish a policy for the Training Officer/Division to evaluate individual training toward completion of apprenticeship requirements, the following language may be used:

*“The SubJAC recommends that the Training Officer/Division review training/education records of each new apprentice as of (date) and verify satisfactory completion of all components of the apprentice training plan that have already been accomplished by the apprentice. The training officer may consider training satisfactorily completed through this fire department, other fire departments, schools and colleges, or the California State Fire Marshal’s office.*

*The recommendations for training/education credit shall be supported by written documentation. All recommendations for credit shall be submitted to the SubJAC for review and approval. A copy shall be forwarded to the Cal-JAC.”*

# SUBJAC RESPONSIBILITIES

## Excerpt from Cal-JAC Rules & Regulations

- 5.01 SUB-COMMITTEE (SubJAC)** - There shall be established a Joint Apprenticeship Sub-Committee (SubJAC) for each individual department who participates in an apprenticeship program pursuant to the Cal-JAC Apprenticeship Standards. Each SubJAC shall have equal representation of management and labor.
- 5.02 COMPOSITION** - A SubJAC should typically be composed of six members, three of whom shall represent management and be appointed by the individual employer, and three of whom shall represent labor and be appointed by the individual union. The membership of the SubJAC shall reflect the work force diversity of the individual employer. The SubJAC shall select a Chair and a Secretary. A SubJAC may appoint advisors as it deems necessary, such advisors shall act without vote.
- 5.03 ELECTION OF OFFICERS** - When the Chair is a representative of management, the Secretary shall be a representative of labor and vice versa. A nominee must receive an affirmative vote of a majority of the management members and a majority of labor members to be elected.
- 5.04 TERM OF OFFICE** - Members of a SubJAC shall be appointed to serve an indefinite term, at the pleasure of the appointing individual employer or union. Vacancies on the SubJAC shall be filled by appointment made by the individual employer or the individual union.
- 5.05 QUORUM AND VOTING** - A quorum shall consist of a majority of SubJAC members from management and a majority of SubJAC members from labor. All members of the SubJAC, including the Chair and Secretary, may vote on all questions before the SubJAC. An affirmative vote of a majority of the members from management and a majority of the members from labor shall be required to pass any motion before the SubJAC.
- 5.06 RESPONSIBILITIES**
- A. The SubJAC shall meet on a regular basis, a minimum of once each year, at the time and place it establishes. Minutes shall be kept which reflect the attendees and the actions taken at each SubJAC meeting. Said minutes shall be forwarded to the Cal-JAC office.
  - B. The SubJAC shall make recommendations to the individual employer, the individual union, and the Cal-JAC on matters concerning minimum standards of training, education, and experience credit for apprentices and procedures designed to improve the operation of the apprenticeship program.
  - C. The SubJAC shall hear differences pertaining to training issues within the apprenticeship program, between apprentices, the individual employer, and the individual union, and shall make such recommendations as necessary for the resolution thereof to the Administrator of the Cal-JAC, according to the procedures established in Section 11 of these Rules and Regulations.
  - D. The SubJAC shall administer this program in accordance with the Cal-JAC Standards under the direction of the Cal-JAC.



**5.07 ALTERNATES** - Alternates may attend meetings and vote in the absence of a member. Each individual union may appoint one official alternate to attend meetings and vote in the absence of a SubJAC member representing labor. Each individual employer may appoint one official alternate to attend meetings and vote in the absence of a SubJAC member representing management.

Appointments of official alternates shall be made in writing to the Administrator of the Cal-JAC. Minutes will reflect the name of the absent member and the name of the voting alternate.

## APPRENTICE TRAINING PLANS

The SubJAC is responsible for developing or adopting training plans for all department apprentice occupations. Training plans include academy training, work processes, and related and supplemental instruction.

The minimum standards for apprentice training programs are established by the Cal-JAC Statewide Committee and are based on State Board of Fire Services (SBFS) and the California Emergency Medical Services Authority (EMSA) recommended training standards.

There are three types of training referred to in apprenticeship:

**Academy Training:** This term refers to basic intensified instruction and drill ground training taught by a qualified instructor to prepare an apprentice to begin the work processes for a specific occupation.

Academy instruction will be the portion of the recommended training standards for a specified occupation as noted in the Cal-JAC Rules and Regulations, or an equivalent curriculum. As an example, academy training for firefighter apprentices encompasses the training standards for SBFS Fire Fighter I and Fire Fighter II.

**Note: Departments that make substantial changes to the SBFS curriculum must submit a copy of those changes to the Cal-JAC for approval.**

At a minimum that curriculum must contain:

- A. Course outlines;
- B. Performance objectives;
- C. Time frames;
- D. Reference materials; and
- E. Evaluation methods.

Departments using SBFS materials or minimally modified SBFS materials need not submit copies of lesson plans to the Cal-JAC.

Academy instruction is usually delivered in a single concentrated format for the number of hours required to cover the subject areas. If necessary, academy training may be delivered in more than one segment during the first year of apprenticeship. Academy training can be reported for reimbursement to the Cal-JAC if not reported through any other educational entity.

**Work Processes (On-The-Job-Training):** This term is used in the apprenticeship community to define the planned on-the-job training that apprentices must complete to become a journey person in a specific occupation. Supervised on-the-job-training is the normal everyday work done by an

apprentice during a specified apprenticeship period. **These hours are not reimbursable and should not be reported on the monthly submissions to the Cal-JAC.** For example, teaching an apprentice to use any required equipment is related and supplemental instruction. When the apprentice utilizes that equipment on an incident, it is work processes. No additional formal curriculum is needed. The Cal-JAC Standards provide the guidelines for this type of training and the department must have a means of documenting the completion of this training.

Documentation of work processes can be accomplished through standard department procedures. There is no requirement to submit regular reports of completed work processes, but this information is subject to review by the Cal-JAC and the Department of Industrial Relations, Division of Apprenticeship Standards (DAS), or the federal Office of Apprenticeship (OA).

**Related and Supplemental Instruction (RSI):** This term is used by educators in the apprenticeship community to refer to the on-going formal training and supervised study received by an apprentice while on duty. It is directly related to the occupation and is taught by a department approved instructor. RSI enhances and supplements basic knowledge and assists an apprentice in improving their skills in the occupation. This planned training is reported and may be reimbursed through the Cal-JAC.

**Training conducted through a Community College may be considered for completion of apprentice training requirements but is NOT reimbursable by the Cal-JAC. All training must be coded according to the instructions in the Cal-JAC Training Reporting Handbook.**

Training plans and curriculum for RSI must provide a minimum of 144 hours of instruction per year, per apprentice, for each year of apprenticeship.

If you have any questions regarding reporting requirements, please contact the Cal-JAC office.

## **Apprentice Training Plan Development**

An apprentice training plan identifies all the subjects in which an apprentice will receive training, the total number of hours required for each subject, a time period in which each subject should be covered, and the performance objectives and curriculum. The apprentice training plan must be approved by the department's SubJAC. The SubJAC may do the development itself or the training division may do the initial work and submit it to the SubJAC for review and approval.

To develop an Apprentice Training Plan:

1. Begin with the Cal-JAC Rules and Regulations for the occupation.
2. Review all performance objectives listed in the SBFS/CSFM Certification Training Standards for the occupation.

3. Review department occupation requirements and delete those tasks or equipment not used in your department.
4. Develop task descriptions for department specific requirements not included in SBFS/CSFM Standards.
5. Determine the approximate time period in which each task should be completed (i.e. academy, first year, second year, or third year<sup>\*</sup>).
6. Determine the total approximate time allotment for each task over the period of apprenticeship.
7. Determine the number of hours (approximately) for each subject, by year.
8. Group objectives into like categories to develop courses and determine which objectives will be delivered individually.
9. Determine the methods of instruction for each objective or course. For example, will training be in a classroom, or will it be assigned directed study (see Training Reporting Instructions Handbook).
10. Establish a method for documenting each individual's completion of all the elements of the required training. A progress notebook should be developed (see sample on following page), or another department approved method.
11. Establish course outlines and lesson plans for courses identified (when not using standard SBFS courses).
12. Establish performance objectives, task descriptions, or self-paced materials and instructions for directed study.
13. Determine the methods and frequency of evaluation of apprentice progress. Specify manipulative exams and determine if written comprehensive exams will be used or if exams on single subjects will be used.

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*\* Some subjects may be taught during more than one period of apprenticeship. As an example, firefighters may have more than one session of training on "breathing apparatus." During the Academy they would learn how and when to use a SCBA. During related and supplemental instruction, they would not only reinforce what had been learned, but they would also learn to inspect, test, and maintain breathing apparatus.*

# SAMPLE

**Fire Department Name**  
**Apprentice Firefighter Training Course**  
**Progress Notebook**

Name \_\_\_\_\_ Assignment \_\_\_\_\_

## FIRST YEAR SYLLABUS

Subject Area	Hours of Training	Date Complete	Exam Score	Apprentice Initial	Instructor Initial
Local Station Orientation	12:00				
Fire Behavior	12:00				
Basics ICS (I-220)	12:00				
Diversity	8:00				
Preventive Maintenance	1:00				
Basic Driving	2:00				
Emergency Vehicle Operations	4:00				
Vehicle Extrication	8:00				
Fire Physics	2:00				
Fire Investigation	2:00				
Hazardous Materials	4:00				

## SAMPLE PROGRESS NOTEBOOK

GIVEN	PERFORMANCE	STANDARD			
ROPES AND KNOTS					
		MINIMUM STANDARD ACCEPTABLE	STUDENT SCORE	REFERENCE	INSTRUCTOR NAME OR INITIALS
Given a summary of knot tying and a length of rope	Demonstrate tying a square knot. Demonstrate tying a becket bend. Demonstrate tying a bowline on a bight. Demonstrate tying a rescue knot. Demonstrate tying a fire department bowline. Demonstrate tying a timber hitch. Demonstrate tying a running bowline. Demonstrate tying a clove hitch (up and down). Demonstrate tying a trucker's hitch.	70%		2	
Given a summary of uses of rope and a written or oral exam	Describe how ropes and knots are used in the fire service.	70%		2	
Given a summary of minimum standards for lifelines and safety lines and a written or oral exam	Describe the standards for length and tensile strength of fire service lifelines and safety lines.	70%		2	
Given a summary of knot tying and a length of rope	Properly tie off a McLeod for hoisting. Properly tie off a shovel for hoisting. Properly tie off a pike pole for hoisting. Properly tie off an axe for hoisting. Properly tie off a pulaski for hoisting. Properly tie off a fire extinguisher for hoisting. Properly tie off an extension ladder for hoisting.	70%		2	

## **EDUCATION AND EXPERIENCE CREDIT**

When recommended by the SubJAC, apprentices may be granted credit for prior on-the-job training (experience) and/or completed education or training (refer to Section 10 of the Cal-JAC Rules and Regulations). The most common occasion when experience credit is granted is when a department first subscribes to the apprenticeship program.

Existing personnel can be apprenticed, but should be given credit for their current, applicable work experience in order to be in compliance with the wages and working condition requirements of apprenticeship. (See Sample Language for Common SubJAC Motions.)

Approving education or training credit may be delegated by policy to the training officer/division, or the SubJAC may review requests individually. When establishing a policy, the SubJAC should consider the type and length of training, the agency providing documentation of completion, the recency of the training, etc. Some SubJACs choose to establish a listing of equivalent subject areas and courses if requests for credit become too burdensome.

## **RESPONSIBILITY FOR APPEALS/COMPLAINTS**

Apprenticeship appeals and complaints may only be heard for issues regarding apprentice training or alleged discrimination in apprenticeship. Complete rules and instructions for appeals can be found in Section 11 of the Cal-JAC Rules and Regulations.

The SubJAC is the first level of review if an apprentice files an appeal or complaint. Apprentice appeals affect only the status of their apprentice agreement. The Cal-JAC has no authority to require an employer to hire, retain, or fire an employee.

# DEPARTMENT RESPONSIBILITIES FOR APPRENTICE TRAINING

The Cal-JAC policy is to keep procedures as simple as possible and at the same time comply with all state and federal laws and regulations governing apprenticeship. The following sections cover the responsibilities of local department personnel in implementing the apprenticeship program.

## SubJAC

The SubJAC is composed of an equal number of members from management and labor. The management members are appointed by the Fire Chief and the labor members are appointed by the Local President. Forms for appointing new members are available on the Cal-JAC website at the following links:

[Management Appointment Form](#)

[Labor Appointment Form](#)

The SubJAC is responsible to:

- A. Design and approve department specific apprentice training plans that meet or exceed minimum training standards for the department's apprentice occupations;
- B. Review apprentice records, upon request, to determine education and/or experience credit;
- C. Recommend improvements in the apprenticeship program;
- D. Hear apprentice complaints and appeals as specified in the Cal-JAC Rules and Regulations; and
- E. Hold regular meetings (at least one per year).

## Instructor of Record

The Instructor of Record is the training officer, or other qualified person, designated by the department to assure the accuracy and validity of the training hours submitted for funding.

The Instructor of Record is responsible to:

- A. Hold or apply for an appropriate credential (contact the Cal-JAC office to request an application package);
- B. Assure the accuracy and validity of the training conducted and the training records submitted to the Cal-JAC;



- C. Maintain original documentation of apprentice training;
- D. Provide documentation and verification for program self-assessments;
- E. Review and maintain progress reports as well as work evaluations concerning apprentices;
- F. Periodically review work, drill, and training progress of apprentices with supervisors/instructors;
- G. Assure each apprentice receives the required related and supplemental instruction and the variety of work assignments needed to ensure training is provided in all aspects of the occupation, and that the apprenticeship program is completed in a timely manner;
- H. Assure that apprentices complete their program in a timely manner;
- I. Verify journey person certification requirements are met (see page 10).

## **Training Coordinator**

The Training Coordinator is designated by the department as the primary point of contact with the Cal-JAC for the day-to-day coordination of apprentice records and attendance reporting. The Training Coordinator and the Instructor of Record may be the same individual.

The Training Coordinator acts as a liaison with the Cal-JAC and is responsible to:

- A. Submit all apprentice documentation required by the Cal-JAC, including but not limited to:
  - [Request for Apprentice Agreements](#)
  - Monthly Training Reports
  - [Changes in Apprentice Status](#)
  - Journey Level Verification
- B. Provide updates to the Cal-JAC regarding department changes. The following can be reported on the [Change in Department Personnel](#) form
  - New Fire Chief or Labor President
  - New Instructor of Record or Training Coordinator
  - New Addresses, phone numbers or emails
- C. Provide additional periodic updates to the Cal-JAC, such as
  - [Wage and benefit changes](#)
  - New MOU/CBAs
- D. In coordination with the Cal-JAC, endeavor to solve any problems or answer any questions that may arise.

## **Supervisors and Instructors**

A Supervisor or Instructor is an individual who qualifies as a journey person in a specific occupation and provides supervised work experience, training assignments and instruction to apprentices. A Supervisor or Instructor is responsible to:

- A. Assist the apprentice in the completion of training, study, and performance of assignments required by the objectives of the of the training plan;
- B. Verify satisfactory completion of required knowledge and performance objectives;
- C. Periodically administer written and/or oral quizzes and performance demonstrations to determine apprentice progress and maintain progress reports according to department procedures;
- D. Assure the apprentice receives the variety of work assignments that exposes them to all aspects of the occupation and that are necessary to ensure completion of the apprenticeship program in a timely manner.

## **Apprentice**

Each apprentice is responsible to:

- A. Diligently apply themselves to the completion of their apprenticeship and to perform all work and training assignments satisfactorily;
- B. Complete monthly training reports in accordance with department procedures;
- C. Per department procedure, maintain a personal training record which contains a listing of each performance objective required during a specific training period;
- D. Obtain reviews and approval from the respective supervisor or instructor as each performance and knowledge objective is satisfactorily completed;
- E. Submit the completed training record according to department procedures;
- F. Follow rules, regulations, and procedures of the individual employer;
- G. Attend academy as well as related and supplemental training as required for the occupation;
- H. Develop safe working habits and act in such a manner as to assure personal safety and the safety of fellow workers;

- I. Report to the SubJAC whenever the individual employer is unable or does not provide the necessary and required on-the-job or related and supplemental instruction hours in accordance with the work processes and training schedule for the apprentice's occupation.

## **Program Self Assessments/Audits**

The Cal-JAC apprenticeship training program is approved and authorized by state and federal laws and regulations. Reimbursement for the training of apprentices comes from the State of California. As such, recipients of that funding are subject to review and audit by the Division of Apprenticeship Standards, the California Department of Education, and other state agencies that review funding for state sponsored programs such as the California Community College Chancellor's Office, Department of Finance, the State Controller, and the California Legislature.

The Cal-JAC periodically requests participating fire departments to conduct a self-assessment of their apprenticeship training program. The primary purpose of this process is to verify that the program is in compliance with apprenticeship program requirements and to maximize allowable reimbursement. The Cal-JAC may also conduct on site reviews, as necessary.

Completing the self-assessment will guide the Training Coordinator and the Instructor of Record in administering the apprenticeship program and will result in essential compliance with statutes and regulations as well as Cal-JAC policies and procedures that govern the firefighter apprenticeship program.

It is the responsibility of the Instructor of Record to maintain and provide documentation or verification needed for self-assessments or audits. Such documentation may include electronic records, station logs, class rosters, etc. The Cal-JAC will provide additional information on the self-assessment process when a department is asked to complete one.

The philosophy of the Cal-JAC is to provide whatever assistance is necessary to help participating fire departments develop, manage, and maintain an outstanding apprenticeship program.

## **Veteran's Benefits**

The Cal-JAC apprenticeship training program is approved by the Veterans Administration (VA), and apprentices who are military veterans may be eligible to receive benefits. Eligibility is determined by the VA and benefits may only be paid for the term of apprenticeship or until eligibility ceases, whichever occurs first.

Apprentices interested in applying for VA benefits should contact the Cal-JAC office, **not** the Veteran's Administration. Information will be emailed to the apprentice by the Cal-JAC, and all applicable paperwork must be completed and returned to the Cal-JAC office for processing.

Any veteran receiving benefits as an apprentice through the Cal-JAC must comply with VA reporting requirements. For each month that benefits are claimed, the apprentice must send official verification of base salary, number of hours worked, and documentation of training for that period to the Cal-JAC.

**Please Note: Only personnel designated by VA can certify enrollment and monthly verification forms. The certifying official is the Cal-JAC. Department personnel are not authorized to sign any VA documentation.**

Additional information, along with a list of [frequently asked questions](#), is available on our website.

## **Confidential Data**

It is the policy of the Cal-JAC, and in most cases the law, that specific information is confidential, and the Cal-JAC safeguards privacy information to the extent allowed by law. Only authorized personnel will have access to an apprentice's confidential information.

All individual personnel records are confidential. This includes personal information such as address, social security number, pre-employment clearance data, individual training records, transcripts, grades, and any other personal data. Only personnel specifically approved by the Fire Chief, such as the Training Coordinator or Instructor of Record, should have access to this information.

## **Records Retention**

Complete training records pertaining to academy, related and supplemental instruction, and work processes for each apprentice must be maintained by the local fire department. The purpose of these records is to determine apprentice progress, and to document the training completed and the satisfactory performance of minimum knowledge and skill levels required to achieve journeyman recognition. Such records must cover the period from the date of entry through completion of the apprenticeship program.

As a rule, training records that document training hours submitted to the Cal-JAC for reimbursement must be maintained for a period of at least **five years** from the date of the last official action. If you have any questions, please contact the Cal-JAC office.

## GLOSSARY OF TERMS

**Apprentice** - an individual who has signed an apprentice agreement and is registered with the California Division of Apprenticeship Standards (DAS) or the Federal Office of Apprenticeship (OA) to be trained to become a journeyperson in conformity with the Cal-JAC Standards.

**Instructor of Record** - the Training Officer or other qualified person designated by the department to be responsible for the accuracy, quality, and validity of apprentice training, and for the accuracy of attendance and training records. When audits occur, the Instructor of Record is responsible to produce the required documentation.

**Journeyperson** - an individual who has been an apprentice and has successfully completed all requirements and been awarded journey level status, or an individual, who by virtue of experience and training, is considered equivalent to journey level.

**Progress Notebook** – the record an apprentice maintains to document their training in all the subject areas related to the occupation.

**SubJAC** - a committee composed of an equal number of representatives of an individual employer, and of an individual union. The SubJAC acts on behalf of the Cal-JAC on matters affecting apprentices of an individual employer. Such actions are subject to approval, modification, or reversal by the Cal-JAC.

**Supervisor/Instructor** - an individual who qualifies as a journeyperson in a specific occupation and is responsible for the work and training assignments of apprentices under the direction of the Instructor of Record and SubJAC according to department procedures.

**Training Coordinator** - is the person designated by the department as the primary contact with the Cal-JAC for the day-to-day coordination of apprentice records and attendance reporting.